



ACCOUNTING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TRANSFER INSTITUTION(S):

ADVISING WORKSHEET 2017-2018

Jacket Student Central
Phone: 406-247-3019
Fax: 406-247-3095

Name: _____

Student ID: _____

Course	Credits	Grade	Semester	Equivalent
Recommended Preparatory Courses				

Required Preparatory Courses				

General Education Requirements

CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M	121	College Algebra	3			
	143	Finite Math (4 credits)				
	105	Contemporary Math				
WRIT	122	Introduction to Business Writing	3			

Required Courses

ACTG	101	Accounting Procedures I	3			
ACTG	102	Accounting Procedures II	3			
ACTG	103	Accounting Procedures III	3			
ACTG	125	QuickBooks	3			
ACTG	180	Payroll Accounting	3			
ACTG	205	Computerized Accounting	3			
BGEN	105	Introduction to Business	3			
BGEN	235	Business Law	3			
CAPP	154	MS Word	3			
CAPP	156	MS Excel	3			
CAPP	158	MS Access	3			
COMX	111	Introduction to Public Speaking	3			

M	108	Business Mathematics	3			
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Restricted Electives chosen in consultation with faculty advisor – 9 credits required

TOTAL MINIMUM CREDITS REQUIRED 60

A grade of "C" or higher is mandatory in all required courses.

Suggested Electives:

ACTG 201	Principles of Financial Accounting	BMKT 112	Applied Sales
BFIN 305	Financial Planning	BMKT 225	Marketing
BMGT 180	Employment Law and Practices	CAPP 110	Short Course: MS Outlook
BMGT 235	Business Management	CAPP 153	MS Powerpoint
BMGT 237	Human Relations in Business	ECNS 201	Principles of Microeconomics
BMGT 250	Employment & Comp. Strategies	TASK 298	Internship/Cooperative Education

Suggested Plan of Study

First Year	Credits	Second Year	Credits
ACTG 101	3	ACTG 103	3
ACTG 102	3	ACTG 125	3
ACTG 180	3	ACTG 205	3
CAPP 120	3	CAPP 156	3
CAPP 154	3	CAPP 158	3
COMX 106	3	COMX 111	3
BGEN 105	3	BGEN 235	3
M 108	3	M 121/143/105	3/4
WRIT 122	3	Restricted Electives	6
Restricted Elective	3	TOTAL	30
TOTAL	30		

✓ Program is available online

Transcript evaluation (if applicable completed) by: _____ on __/__/____



2017-2018 Accounting Technology AAS Plan of Study

Name: _____

Student I.D.: _____

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

Semester _____

Semester _____

Course	Credits	Course	Credits
*ACTG 101	3	*ACTG 102	3
*CAPP 120	3	CAPP 154	3
COMX 106	3	COMX 111	3
WRIT 122	3	College Math	3/4
BGEN 105	3	Restricted Elective:	3
Total	15	Total	15

Semester _____

Semester _____

Course	Credits	Course	Credits
*ACTG 103	3	*ACTG 125	3 (This course can be taken earlier. Please check prerequisites.)
*ACTG 205	3	*ACTG 180	3 (This course can be taken earlier. Please check prerequisites.)
CAPP 156	3	BGEN 235	3
M 108	3	CAPP 158	3
Restricted Elective:	3	Restricted Elective:	3
Total	15	Total	15

* These courses need to be taken in the prescribed sequence based on prerequisite requirements and course availability.

Number of earned credits that apply toward degree: _____

Number of credits left to earn for degree: _____

CERTIFICATION: The courses listed are **required** for the student's degree.

Advisor's Signature: _____

Date: _____

Student's Signature: _____

Date: _____



2017-2018 Accounting Technology AAS Plan of Study Alternate Start

Name: _____

Student I.D.: _____

Semester _____

Semester _____

Course	Credits	Course	Credits
Total		Total	

Semester _____

Semester _____

Course	Credits	Course	Credits
*ACTG 101	3	ACTG 205	3
*CAPP 120	3	CAPP 154	3
COMX 106	3	COMX 111	3
WRIT 122	3	College Math	3/4
BGEN 105	3	Restricted Elective:	3
Total	15	Total	15

Semester _____

Semester _____

Course	Credits	Course	Credits
*ACTG 102	3	*ACTG 103	3
ACTG 125	3	BGEN 235	3
ACTG 180	3	CAPP 158	3
CAPP 156	3	Restricted Elective:	3
M 108	3	Restricted Elective:	3
Total	15	Total	15

** These courses need to be taken in the prescribed sequence based on prerequisite requirements and course availability.*

Number of earned credits that apply toward degree: _____

Number of credits left to earn for degree: _____

CERTIFICATION: The courses listed are **required** for the student's degree.

Advisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____